



IC Memorandum 10-24

To: New Insurance Coordinators
From: Department of Employee Insurance (DEI)
Re: KEHP Training for New Insurance Coordinators
Date: July 12, 2010

Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Web Site: <http://kehpn.ky.gov>
Wellness Hotline: 877-KEHP-WELL

Good Afternoon Insurance Coordinators!

The Kentucky Employees' Health Plan New Insurance Coordinator training is scheduled for August 3rd, 2010 from 8:30 am to 4:00 pm. Training will take place in Frankfort at 501 High Street, 2nd Floor in the DEI Training Room (State Office Building). The training is designed for new Insurance Coordinators and we encourage their participation.

If you wish to attend training you must complete the attached registration form and fax to Lynn Jones at 502-564-5278 **by July 23rd**.

Space will be limited. Registration is on a first-come basis. Everyone must register!

If you have any questions regarding training, please contact Lynn Jones at 502-564-5654 or via email at lynn.jones2@ky.gov.

Training Topics:

- History of KEHP
- Eligibility
- Medical Plan Benefits
- FSA and HRA Benefits
- HIPAA
- Qualifying Events
- Wellness
- Web Billing
- Processing
- Forms
- Humana
- Express Scripts
- COBRA

KENTUCKY GROUP HEALTH
INSURANCE BOARD:

TIMOTHY LONGMEYER, CHAIR
Personnel Cabinet

SHARON CLARK
Kentucky Department of Insurance

RICHARD DAVENPORT
Kentucky Education Support
Professional Association

LAURIE DUDGEON
Administrative Office of the Courts

JUDITH GAMBILL
Kentucky Teachers' Retirement System

BOBBY HENSON
Kentucky Retirement Systems

TERRY HOLLIDAY
Kentucky Department of Education

MARY LASSITER
Office of State Budget Director

TOMMY LOVING
Advisory Committee of State
Health Insurance Subscribers

CRIT LUALLEN
Auditor of Public Accounts

BRENT MCKIM
Kentucky Education Association

JONATHAN MILLER
Finance and Administration Cabinet

RONNIE O'NAN
Kentucky Transportation Cabinet

